Okanogan County Electric Cooperative
JOB DESCRIPTION

Job Title: General Manager **Date Prepared** May 2011

Department: Administration **FLSA Status** Exempt

Position Reports To: Cooperative Board

A. Job Summary

The General Manager works with the Board and staff to achieve the Cooperative's vision for the future. This includes meeting the growing electrical transmission and distribution needs, and working regionally and nationally on key resource issues. The General Manager provides leadership and develops/implements strategic plans to ensure the Cooperative is responsive to its customers, employees and the electric utility industry. The General Manager ensures the Cooperative conducts its business in accordance with sound financial management practices, policies and objectives established by the Cooperative Board, Articles of Incorporation and the Bylaws of the Cooperative.

The General Manager provides direct supervision to the Office Manager, Engineering Manager, Operations Manager and Propane Manager. The General Manager reports to an elected nine member Board and is responsible for keeping the Board informed of regulatory and political issues affecting the Cooperative, the financial health of the Cooperative, staffing adequacy and system reliability.

B. Essential Functions

1. Overall management of Cooperative departments: Ensures that all departments maintain a high level of expertise. Makes decisions with recommendation from staff in matters relating to the electrical power supply, financial policies, the electrical system, propane division, procurement, staffing and administrative policies.

2. Responsibility to the Board: Attends regular meetings of the Board. Submits items of business to be considered. Administers policies of the Board and carries out its directives. Educates or arranges for education of Board members on subjects of importance to the Cooperative. Recommends short and long range strategies to maintain financial health, adequate power supply, sufficient physical plant and efficient operation. Administers a wage and salary plan and recommends compensation levels, employee benefits, training and development programs to the Board for approval.

3. Provides leadership to develop and foster a positive work environment. Encourages staff participation and suggestions. Utilizes appropriate delegation methods. Provides necessary training for staff growth, development, succession planning and safety practices.

4. Responsible for development and management of the annual budget; assists in all phases of the budget process. Works with direct reports for departmental budget planning, with the Office Manager for overall budget planning monitoring and presentation to the Board. Works with other entities acting as financial advisors to the Cooperative.

5. Labor and employee relations: Participates in contract negotiations, labor/management meetings and the administration of Collective Bargaining Agreements.

6. Meeting attendance: Represents the Cooperative at meetings of PNGC, the Public Power Council, and other local, regional and national organizations as appropriate.

7. Professional relationships: Maintains positive working relationships with appropriate officials at the local, county, state and federal level to promote the needs and objectives of the Cooperative.

8. Community relations: Ensure's the Cooperative effectively communicates, pro-actively with and is responsive to the needs of a diverse population of member owners. Establishes Cooperative presence in appropriate community service organizations. Encourages utility participation in selected community activities.

9. Responsibility for confidential matters: Routinely handles information related to personnel records, salaries and labor negotiations. Works in a confidential manner and maintains confidentiality as appropriate.

C. Qualifications

1. Knowledge/Skills/Abilities:

   Must have a comprehensive knowledge of electric utility systems including financing, operations, power resources, management, planning, maintenance, construction and personnel administration. A thorough understanding of the current issues of the electric utility industry in the Pacific Northwest is desirable. Other skills include effective oral and written communication, ability to make public presentations to a variety of audiences, proven leadership and independent judgment. Maintains trust and a positive working relationship with the board, cooperative members, employees, consultants, other utilities, agencies and other community leaders.

2. Experience/Education:

- Bachelor of Science degree in Finance, Electrical Engineering, Business Administration or other related fields, plus certain required knowledge, skills and abilities that are necessary to carry out the duties of the General Manager.
- Five (5) years experience in upper level management.

D. Additional Information

Must have the ability to obtain a valid Washington State Driver's License. Travel is required and at times may be extensive to meet the requirements of the Cooperative. The Manager's presence is required at meetings locally, regionally and nationally. The above is not meant to be all-inclusive and requirements may change according to the demands of this position.